

INTERNAL

COMMUNICATION FORM

DEPARTMENT OF HUMAN SERVICES

Suspense:

Subject: DHRD Safety Branch Training Schedule:
July – December 2010

Originator: W. Ikemori
6-4971

To: SO/DAs

From: A-PERS

Date: 06/03/10 Memo No. 1

The Department of Human Resources Development (DHRD) **Safety Branch** has announced its **July to December 2010** Training Schedule.

FOR: All DHS employees as applicable (**see below**):

-All employees and supervisors may attend the Workplace Violence Program (WVP).

-Bargaining Unit 1 (BU1) Non CDL employee who have not attended the BU1 Non CDL Drug and Alcohol Testing Orientation Program (**DATU1**) are **required** to attend.

SCHEDULE: Refer to attached schedule for class dates, time, and location. This schedule is available on the Department of Human Services Website.

REGISTRATION: Registration procedures are as follows:

1. Submit a prioritized list of employees on the attached DHS 104 Form no later than **15 working days** prior to the scheduled class. Include each employee's identification number on the designated line and submit via **proper division authorization protocols**.
2. Enrollment will be confirmed on a **first-come, first-served basis**. Division Training Coordinators will be notified of approvals.
3. If an employee has been approved and cannot attend, be sure to notify PERS-TS. Cancellations may be made up to five (5) working days prior to the start of class.
4. Any changes (substitutions or cancellations) made for classes DHRD conducts, requires a written notification (reason for change) prior to the start of the class.

COST: None.

ACCOMMODATIONS/PARKING: Please note that the participant's DHS Division is responsible for additional costs, if any, related to reasonable accommodations under the Americans with Disabilities Act as amended. Persons who have requests for special needs or reasonable accommodations (e.g., sign or other language interpreter, large print materials, van accessible parking), must send requests to PERS-TS at least 5 working days prior to the event. Although each DHS office will try to fill your request, resources are limited and depend on availability. If a resource is not available, an alternative method might be used to meet your need. Persons who have special needs (e.g. sign language interpreter, large print materials) or questions regarding registration procedures, please call Pauline Chun at 586-4970/586-4959(TTY).



A-PERS

c: DIR

**Department of Human Resources Development
Safety Training Schedule 7/1/10 – 12/31/10**

Workplace Violence Training Program (WVP)

Date	Island	Session #	Time	Location
7/13/10	Oahu	0020 0021	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower, Rm 204 235 S. Beretania St
8/3/10	Maui	0022	9:00 – 11:00am	UPW Conf Rm 841 Kolu St, Wailuku
9/21/10	Oahu	0023 0024	9:00 – 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Blvd
10/19/10	Hilo	0025	9:00 – 11:00am	UPW Conf Rm 362 E. Lanikaula St
12/7/10	Oahu	0026 0027	9:00 – 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Blvd

**Combined Drug and Alcohol Testing Program for Supervisors (CDAT)
(CDL, HGEA, BU10)**

Date	Island	Session #	Time	Location
8/4/10	Maui	0046	12:30 – 3:30pm	UPW Conf Rm 841 Kolu St, Wailuku
10/20/10	Hilo	0047	12:30 – 3:30pm	UPW Conf Rm 362 E. Lanikaula St
11/9/10	Oahu	0048	8:30 – 11:30am	State Office Tower, Rm 204 235 S. Beretania St

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BU1 Non CDL Drug and Alcohol Testing Program for Employees (DATU1)

Date	Island	Session #	Time	Location
8/4/10	Maui	0076	9:00 – 11:00am	UPW Conf Rm 841 Kolu St, Wailuku
8/24/10	Oahu	0077 0078	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower, Rm 204 235 S. Beretania St
10/20/10	Hilo	0079	9:00 – 11:00am	UPW Conf Rm. 362 E. Lanikaula St
11/23/10	Oahu	0080 0081	9:00 – 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Blvd

BU1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)

Date	Island	Session #	Time	Location
8/3/10	Maui	0035	12:30 – 4:30pm	UPW Conf Rm 841 Kolu St, Wailuku
10/12/10	Oahu	0036	8:30 - 12:30pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Blvd
10/19/10	Hilo	0037	12:30 - 4:30pm	UPW Conf Rm. 362 E. Lanikaula St